

1. The first step in the process is to identify the problem or issue that needs to be addressed. This involves gathering information and understanding the context of the problem.

2. The second step is to define the objectives and goals of the project. This involves determining what you want to achieve and how you will measure success.

3. The third step is to develop a plan or strategy. This involves identifying the steps you need to take to achieve your goals and determining the resources you will need.

4. The fourth step is to implement the plan. This involves putting your strategy into action and monitoring progress.

5. The fifth step is to evaluate the results. This involves assessing the outcomes of your project and determining whether you have achieved your goals.

6. The sixth step is to reflect on the process. This involves thinking about what you have learned from the experience and how you can improve your approach in the future.

7. The seventh step is to communicate the results. This involves sharing your findings with others and providing feedback.

8. The eighth step is to document the process. This involves creating a record of what you have done and how you have done it.

9. The ninth step is to review the process. This involves looking back at the entire process and identifying areas for improvement.

10. The tenth step is to celebrate success. This involves acknowledging the achievements of your team and celebrating the completion of the project.

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Class	Subclass	Date	Examiner

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